



City of Minneapolis

PeopleSoft HCM/ELM v9.2 Upgrade

**TIME AND LABOR EMPLOYEE SELF-SERVICE:
STEP-BY-STEP INSTRUCTIONS**

Time and Labor - Employee Self Service
Created on 8/19/2015 1:00:00 PM

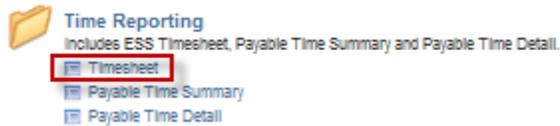


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Time and Labor - Employee Self Service

Reported Time - Employee



Menu Path: Below the Time Reporting folder, click on the Timesheet link

Timesheet

Employee ID: 103559
Empl Record: 0
Earliest Change Date: 04/03/2015

Time Source: Select Another Timesheet Schedule Information

*View By: Calendar Period Previous Period Next Period
*Date: 09/14/2015
Reported Hours: 0.00
Print Timesheet

Current Schedule: Adhoc schedule

From Sunday	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
09/14/2015	09/14	09/15	09/16	09/17	09/18	09/19	09/20	09/21	09/22
	8.00	8.00	8.00	8.00	8.00			8.00	

Submit

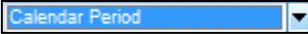
Reported Time Status Summary Leave / Compensatory Time Payable Time

Reported Time Status Personalize Find 1 of 1

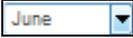
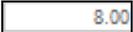
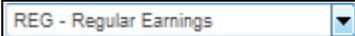
Date	Total TRC	Description	Comments
	0.000000		

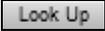
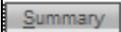
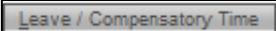
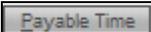
Self Service
Time Reporting

Procedure

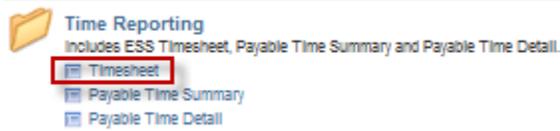
Step	Action
1.	Click the object. 
2.	Click the View By list. 
3.	Calendar Period is the default. Click the Calendar Period list item. 
4.	Date defaults to the current pay period start date. If necessary, change the date to another pay period. Use the Calendar function to view a different pay period. Click the Choose a date (Alt+5) button. 



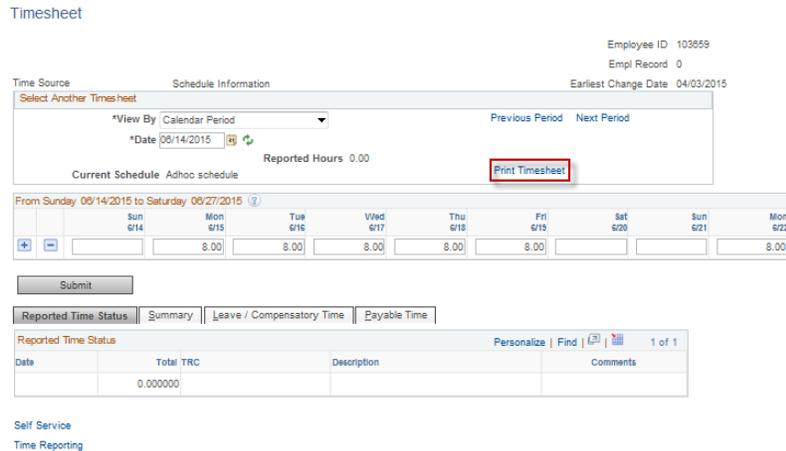
Step	Action
5.	Select the month in the drop-down list box. Click the Month list item. 
6.	Click the June list item. 
7.	Select the appropriate date. Click the desired date. 
8.	Enter time values for the appropriate dates listed in the Timesheet Schedule. Click in the Mon field. 
9.	Enter the appropriate number of hours into the Mon field.
10.	Click the Time Reporting Code list. REG - Regular Earnings is the default Time Reporting Code, but it can be modified here. 
11.	Click the Look up Taskgroup (Alt+5) button. Task group defaults to 'COM', but it can be modified here. 
12.	Click the Look up Business Unit (Alt+5) button. Business Unit defaults to 'MPLMN', but it can be modified here. 
13.	The Combination Code is set to a project code. If the project code needs to be modified, then select a new project code. Click the Look up Combination Code (Alt+5) button. 
14.	Click in the begins with field. 

Step	Action
15.	<p>A project code can be found using the "Search by" capability.</p> <p>Enter the desired information into the begins with field to search for a Combination Code.</p>
16.	<p>Click the Look Up button.</p> <p style="text-align: center;"></p>
17.	<p>Under 'Search Results', click the appropriate Combination Code hyperlink.</p> <p style="text-align: center;"></p>
18.	<p>This step submits time for the calendar period.</p> <p>Click the Submit button.</p> <p style="text-align: center;"></p>
19.	<p>The Submit Confirmation page displays.</p> <p>Click the OK button.</p> <p style="text-align: center;"></p>
20.	<p>Time status can be displayed by selecting the Reported Time Status tab.</p> <p>Click the Reported Time Status object.</p> <p style="text-align: center;"></p>
21.	<p>Reported Time Status summary can be displayed by selecting the Summary tab.</p> <p>Click the Summary link.</p> <p style="text-align: center;"></p>
22.	<p>Any leave or compensatory time can be displayed by selecting the Leave / Compensatory Time tab.</p> <p>Click the Leave / Compensatory Time link.</p> <p style="text-align: center;"></p>
23.	<p>Additional detail for payable time can viewed under the Payable Time tab.</p> <p>Click the Payable Time link.</p> <p style="text-align: center;"></p>
24.	<p>Click the Self Service link.</p> <p style="text-align: center;"></p>
25.	<p>Click the Home link.</p> <p style="text-align: center;"></p>
26.	<p style="text-align: center;"></p>

Timesheet Print



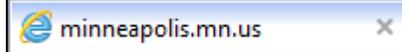
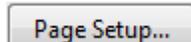
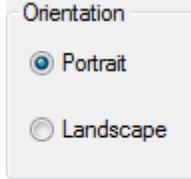
Menu Path: Below the Time Reporting folder, click on the Timesheet link

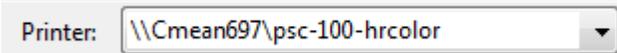


Note: This option shows how to print from both Adobe Acrobat and IE 9.0. The steps also include how to save a Timesheet as a PDF file.

Procedure

Step	Action
1.	Click the Timesheet link. 
2.	Select the Date for the timesheet period to be printed. The date defaults to the current time period. Click the Choose a date (Alt+5) button. 
3.	Select the month from the drop-down list box. Click the June list item. 
4.	The select the appropriate date. Click the desired date. 

Step	Action
5.	<p>Click the Refresh Timesheet button.</p> <p>This will display the timesheet for the date specified.</p> 
6.	<p>Click the Print Timesheet link.</p> 
7.	<p>The timesheet will appear in a separate browser session.</p> <p>Click the minneapolis.mn.us tab.</p> 
8.	<p>Print Option 1: If printing via Adobe Acrobat, select the printer icon at the bottom of the page display.</p> <p>Click the AVPageView object.</p> 
9.	<p>Print Option 2: If printing via the browser session, select the Tools button.</p> <p>NOTE: These printing instructions are for Internet Explorer 9.0. If you are using a different browser version, your print instructions may vary.</p> <p>Click the Tools button.</p> 
10.	<p>Click the Print... menu.</p> 
11.	<p>The Print menu displays. Select the Page Setup Button.</p> 
12.	<p>For the Paper settings, ensure that the page size is set to "Letter 8 1/2 x 11".</p> 
13.	<p>Ensure that the page source is set to 'Auto'.</p> 
14.	<p>Ensure the page orientation is set to 'Portrait'.</p> 

Step	Action
15.	Click on the OK button. 
16.	Select the destination printer. 
17.	Click the Print button. 
18.	To save the timesheet to a file, select the Tools button on the browser session. Click the Tools button. 
19.	Click the File > Save as... menu. 
20.	Double-click in the File name: field.
21.	Enter the desired information into the File name: field. Enter " <filename.pdf> "
22.	Press [Enter] . The timesheet is saved in a PDF format.
23.	Close the browser session containing the Timesheet. Click the Close Tab (Ctrl+W) button. 
24.	Return to the Timesheet page. Click the Timesheet tab. 
25.	Click the Home link. 
26.	End of Procedure.

Payable Time Summary

Time Reporting
Includes ESS Timesheet, Payable Time Summary and Payable Time Detail.

- Timesheet
- Payable Time Summary**
- Payable Time Detail

Menu Path: Below the Time Reporting folder, click on the Payable Time Detail link

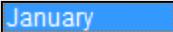
Start Date: 01/01/2015 Previous Week Next Week

End Date: 01/07/2015

Payable Time From 01/01/2015 To 01/07/2015

Time Reporting Code	Description	Total Quantity	Type	Thu 11	Fri 12	Sat 13	Sun 14	Mon 15	Tue 16	Wed 17	Currency
HOL	Holiday	8.00	Hours	8.00							
REG	Regular Earnings	16.00	Hours					8.00		8.00	
RFR	T&L - Reduce From Regular	24.00	Units	8.00	8.00				8.00		
SCK	Sick Earnings	16.00	Hours		8.00				8.00		

Procedure

Step	Action
1.	Click the Payable Time Summary link. 
2.	To search for a specific pay period, the Start Date and End Date can be modified. Click the Choose a date (Alt+5) button. 
3.	Select the drop-down list box for the month. Click the list. 
4.	Select the appropriate month. Click the January list item. 
5.	Select the appropriate day. Click the desired date. 
6.	Select the 'Get Rows' button to have payable time displayed, based on the start and end dates specified. Click the Get Rows button. 

Step	Action
7.	<p>Payable time is displayed for the date range specified. Additional detail can be obtained by clicking on the 'Detail Page' link.</p> <p>Click the Detail Page link.</p> <p>Detail Page</p>
8.	<p>Payable Time Overview is displayed.</p>
9.	<p>Click the Time Reporting Elements object.</p> <p>Time Reporting Elements</p>
10.	<p>Time Reporting Elements information is displayed.</p> <p>Click the Task Reporting Elements object.</p> <p>Task Reporting Elements</p>
11.	<p>Task Reporting Elements information is displayed.</p> <p>Click the Cost and Approval object.</p> <p>Cost and Approval</p>
12.	<p>Cost and Approval information is displayed. To see Pending Exceptions, scroll to the bottom of the page and select the link.</p> <p>Click the Pending Exceptions link.</p> <p>Pending Exceptions</p>
13.	<p>Exemptions, if any exist, are listed on this page.</p> <p>Click the Return to Previous Page link.</p> <p>Return to Previous Page</p>
14.	<p>Click the Summary Page link.</p> <p>Summary Page</p>
15.	<p>By clicking on the Next Week link, payable time for the following week is displayed.</p> <p>Click the Next Week link.</p> <p>Next Week</p>
16.	<p>Click the Home link.</p> <p>Home</p>
17.	<p>End of Procedure.</p>

Payable Time Detail

 **Time Reporting**
Includes ESS Timesheet, Payable Time Summary and Payable Time Detail.

-  Timesheet
-  Payable Time Summary
-  **Payable Time Detail**

Menu Path: Below the Time Reporting folder, click on the Payable Time Detail link

Start Date  

End Date  

There is no time returned for the selected date range. (06/02/2015 - 06/08/2015)

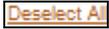
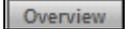
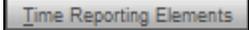
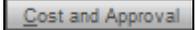
Payable Time 

Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval | 

Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type	Estimated Gross
	Approval Monitor				

Procedure

Step	Action
1.	Click the Payable Time Detail link. 
2.	Click the Choose a date (Alt+5) button. 
3.	Select the appropriate month from the drop-down list box. Click the list. 
4.	Click the January list item. 
5.	Select the appropriate day. Click the desired date. 
6.	Click the Get Rows button. 
7.	Time entries are returned based on the Start End and End Date values. Click the Expand section button. 

Step	Action
8.	<p>By default, all Payable Status filter options are selected. Scroll down, and select the Deselect All link to remove all filters.</p> <p>Click the Deselect All link.</p> 
9.	<p>In this example, the Approved, Distributed and Taken by Payroll filters are selected.</p> <p>Click the Approved option.</p> 
10.	<p>Click the Distributed option.</p> 
11.	<p>Click the Taken by Payroll option.</p> 
12.	<p>Payable Status Filters can be hidden.</p> <p>Click the Collapse section button.</p> 
13.	<p>Click the Overview object.</p> <p>An overview of payable time information is displayed, including Estimated Gross.</p> 
14.	<p>Click the Time Reporting Elements object.</p> <p>Time Reporting Elements are displayed.</p> 
15.	<p>Click the Task Reporting Elements object.</p> <p>Task Reporting Elements are displayed.</p> 
16.	<p>Click the Cost and Approval object.</p> <p>Cost and Approval information is displayed.</p> 
17.	<p>Click the Home link.</p> 
18.	<p>End of Procedure.</p>